

DEPARTMENT OF LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 15 May 2018 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.
- ERRATUM:** Kindly note that the post of Director: Planning, Monitoring and Evaluation advertised of Public Service Vacancy Circular 13 dated 29 March 2018, Ref No: HR 4/18/04/01HO with a closing date of 20 April 2018 has been withdrawn: Enquiries: Mr F Thengwayo, Tel No: (012) 309 4497.

OTHER POSTS

- POST 17/31** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/7/27**
- SALARY** : R779 295 per annum (All inclusive)
- CENTRE** : Labour Centre: Emalahleni
- REQUIREMENTS** : Three year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid driver's licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.
- DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including

interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES APPLICATIONS : Ms. NL Njwambe, Tel No: (013) 655 8775

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at Department of Labour, Corner Hofmeyer Street and Beatty Avenue.

POST 17/32 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: HR 4/4/9/309**
Chief Directorate: Labour Relations

SALARY CENTRE REQUIREMENTS : R779 295 per annum (all inclusive)
: Head Office
: Three (3) year relevant tertiary in qualification in Labour Relations/Human Resource Management/Law. Two (2) years management experience. Three years (3) functional experience in Labour Relations/Collective bargaining. A valid driver's licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Batho Pele Principles. Skills: Administration and financial management, Communication (verbal and written), Computer literacy, Project management, Strategic management, Analytical, Problem solving, Conflict management, Innovative.

DUTIES : Manage and regulate the registration of labour organisations. Monitor compliance of labour organisations in terms of legislation. Manage the extension of collective agreements. Strengthen the capacity of labour market institutions. Manage resources of the Sub-Directorate such as HR, Finance, assets and etc.

ENQUIRIES APPLICATIONS : Mr. I Macun, Tel No: (012) 309 4634

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 17/33 : **SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/8/177**

SALARY CENTRE REQUIREMENTS : R779 295 per annum (all inclusive)
: Provincial Office: Free State
: Three (3) years relevant tertiary qualification in Environmental Health / Analytical Chemistry / Chemical /Electrical & Mechanical/Civil & Construction Engineering. Two (2) years management experience. Three (3) years functional experience in health and Safety inspection/services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance Batho Pele principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving interviewing, Presentation, Research, Project management, Analytical, Innovative.

DUTIES : Manage the implementation of Occupational Health and Safety inspection and advocacy strategy, policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer and employee relationship. Manage and conduct advocacy and educational programmes directed to internal and external stakeholders. Manage all resources of the Sub-directorate such as Human Resource; Financial Resources; Assets, etc.

ENQUIRIES : Ms. A Mantutle, Tel No: (051) 051 5056347

APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein.

POST 17/34 : **ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS**
REF NO: HR4/4/6/141

SALARY : R417 552 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three (3) year tertiary qualification in Social Sciences / Statistics / Economics / Public Administration with Two (2) years supervisory experience, Two (2) functional experience in administration / statistical collection / Labour Market services. A valid driver's license. Knowledge: Analytical methods, Basic communication Principles, Diversity management, Group dynamics, Research, Project, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act. Skills: Analytical, Assertiveness, Communication, Interpersonal, innovative and creative, leadership, Management, Planning and Organising, Stress Management, Team management.

DUTIES : Produce statistical analysis of Labour Market Information. Conduct client satisfaction surveys. Ensure information for policy and planning purposes in the Province. Liaise with other institutions and stakeholders. Manage resources in the Unit.

ENQUIRIES : Ms. TE Maluleke, Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane.